Florida Department of Health TRAIN Florida Naming Conventions

February 2016

Your comprehensive guide to DOH LMS e-learning support and management

To protect, promote & improve the health of all people in Florida through integrated state, county, & community efforts.
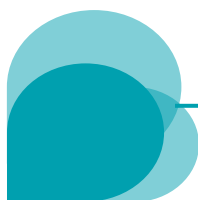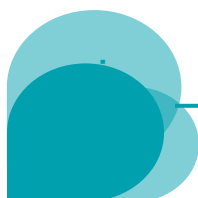
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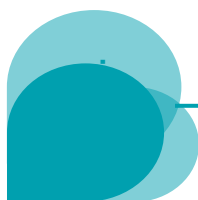
Section 1 - Purpose of the Naming Convention Guidelines

Effective July 2013, the TRAIN Florida learning management system (LMS) became the official learning resource of the Florida Department of Health (DOH). Our goal is to provide a user friendly enterprise to aid the Department in **Developing and Sustaining a Competent and Qualified Public Health Workforce,** as well as sharing Public Health training resources with our Public Health System Partners.

Successfully managing a large enterprise often requires some functions to be standardized. The Department empowers our workforce to actively identify, attend, and complete training courses to enhance professional development and personal growth by providing a web-based learner-driven LMS. The DOH LMS provides learner enrollment in courses and documents training delivery and completions.

TRAIN Florida catalogues resources, discussion boards and training courses, registers learners, provides access to online courses, gathers and tracks employee training information, and assists managers and supervisors in assessing training needs.

Based on DOH research and input from our partners, the Department has identified the DOH LMS support documents that will allow DOH to standardize and streamline the DOH LMS processes. Standardization benefits the executive staff, division directors, Children's Medical Services, County Health Department (CHD) directors and administrators, supervisors, DOH Public Health System Partners (PHSP), and more importantly our workforce.

This document describes the process for standardizing the DOH LMS TRAIN Florida naming conventions. This process ensures a quicker and more efficient method of support to TRAIN Florida users.

All TRAIN Florida Administrators and Course Providers shall adhere to the DOH LMS TRAIN Florida naming conventions. The Site and Lead Administrators are authorized to amend all TRAIN Florida resources, discussion boards, library items, training courses, and sessions not in compliance.

Section 2 - General Naming Convention Guidelines

1. **All** TRAIN Florida resources, library items, discussion boards, training courses, and sessions shall have the **Organization** prefix in front of the title. For example: FDOH Category List.

2. **Adding a Resource Name**
   a. When adding a resource to a Resource Category, the resource name shall have the **Organization** prefix in front of the document name.
   b. The document name **shall not include** the division, CHD, Children's Medical Services (CMS), program area or PHSP name in the title.

3. **Adding a Discussion Thread**
   a. When adding a discussion thread to a Discussion Category, the discussion thread title shall have the **Organization** prefix in front of the title.

4. **Adding a Library Item**
   a. When adding an item to a Library Category, the library item name shall have the **Organization** prefix in front of the name.

5. **Creating Courses**
   a. Course List
      i. All courses shall have the **Organization** prefix in front of the course title. <u>Do not list the course date, or fiscal year in the title.</u>
      ii. All reference guides shall have the **Organization** prefix in front of the reference title.
   b. Course Sponsor/Offerer
      i. All DOH courses shall have the Florida Department of Health listed as the sponsor of the course.
      ii. The course offerer shall be the CHD, CMS, division, or program area title. For example: Florida Department of Health - Okaloosa CHD. <u>Do not list the course date, or fiscal year.</u>
      iii. All PHSP courses shall have the **Organization** listed as the sponsor of the course.

6. **Creating Custom Certificates**
   a. Certificate Name
      i. All custom certificates shall have the **Organization** prefix in front of the certificate name. <u>Do not list the course date, or fiscal year in the name.</u>
      ii. All custom certificates shall follow the standard naming convention: FDOH Okaloosa CHD1 Certificate.
      iii. If creating multiple custom certificates, use the following naming convention: FDOH Okaloosa CHD2 Certificate, and change the number as needed.

7. **Creating Assessments**
   a. Assessment Name
      i. All assessments shall have the **Organization** prefix in front of the assessment name. <u>Do not list the offerer title, course date, or fiscal year in the name.</u>
      ii. All assessments shall follow the standard naming convention: FDOH (course name) or PHSP (course name).

8. **Creating Evaluations**
   a. Evaluation Name
      i. All evaluations shall have the **Organization** prefix in front of the evaluation name. <u>Do not list the offerer title, course date, or fiscal year in the name.</u>
      ii. All evaluations shall follow the standard naming convention: FDOH (course name) or PHSP (course name).

9. **Conference List**
   a. Conference Title
      i. All conference titles shall have the **Organization** prefix in front of the conference title. <u>Do not list the offerer title, course date, or fiscal year in the name.</u>
      ii. All conference titles shall follow the standard naming convention:
         FDOH (conference title) or PHSP (conference name).
      iii. The current year or "annual" **may be added after** the **Organization** prefix.

10. **Session Locations**
   a. Location Name
      i. All session location names shall have the **Organization** prefix in front of the location name. For example: FDOH Pinellas CHD. <u>Do not add the room location to the location name.</u>
      ii. The building **may be added after** the location name. For example:
         FDOH CCOC Prather Bldg.
      iii. If creating multiple rooms in a location, please use the following naming convention:
         FDOH Largo1 for the first room, and FDOH Largo2 for the second room, and change the number as needed.

Section 3 – Audit Maintenance Guidelines

1. **Audit / Maintenance Process**
   a. The DOH LMS Site Administrator(s) shall conduct TRAIN Florida naming convention audits. The DOH LMS Administrators and/or Course Providers on the audit report shall be notified by e-mail.
   b. DOH LMS Administrators and/or Course Providers shall make the appropriate corrections in TRAIN Florida.

These naming conventions are designed to ensure a quicker and more efficient method for our TRAIN Florida users to search for and locate trainings in the DOH LMS TRAIN Florida.

We are committed to:
Developing and Sustaining a Competent and Qualified Public Health Workforce

If you have a question, want to check our process, or would like to share an idea, please feel free to contact **the DOH LMS Support Team**:

<u>Email</u>: **DOHLMSSupport@flhealth.gov**
<u>Phone:</u> (850) 245-4008